

TriHealth Graduate Medical Education

Title: Resident Eligibility and Selection Process	Policy # 5097-1005
Approval date: December 19, 2011	Approved by: Graduate Medical Education
Revision dates: May 2013; August 2014	

PURPOSE

The purpose of this policy is to establish guidelines pertaining to the eligibility and selection of medical students into residency programs in compliance with Accreditation Council for Graduate Medical Education (ACGME) and National Resident Matching Program (NRMP) requirements.

The Sponsoring Institution assures that all enrolled residents are eligible as defined below. Institutions and ACGME-accredited programs that enroll non-eligible residents are subject to non-appealable administrative withdrawal by the ACGME. TriHealth policies and procedures for the recruitment and appointment of residents comply with the following requirements and programs are monitored for compliance.

POLICY

The Program Director is responsible for resident selection and should ensure that the candidate fully meets the eligibility and selection criteria standards. Input is gathered from other members of the teaching faculty and residents as an important part of the selection process.

PROCEDURE

TriHealth residency programs will comply with ACGME standards when selecting applicants for potential residency positions. Programs registered to participate in the NRMP will abide by its rules and regulations. All PGY I positions in each program are listed with the NRMP. The program director is responsible for ensuring that each applicant who is considered for admission into the residency program fully meets the established standards and criteria.

Resident Eligibility:

Applicants with one of the following qualifications are eligible for appointment to ACGME-accredited programs:

1. Are graduates of medical schools in United States, accredited by the Liaison Committee on Medical Education (LCME) or in Canada, accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC).

2. Are graduates of medical schools outside the United States and Canada and have **either** received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment **or** a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are in training.
3. Are graduates of medical schools outside the United States **and** have completed a Fifth Pathway* program provided by an LCME-accredited medical school. *A Fifth Pathway Program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who have met all of the following criteria:
 - Have completed, in an accredited college or university in the United States, undergraduate pre-medical education of the quality acceptable for matriculation in an accredited United States medical school.
 - Have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools.
 - Have completed all of the formal requirements of the foreign medical school except internship and/or social service.
 - Have attained a score satisfactory to the sponsoring medical school on a screening examination.
 - Have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Step 1 and 2 of the United States Medical Licensing Examination (USMLE).
4. Are graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).

Resident Selection:

1. TriHealth will ensure that its ACGME-accredited programs select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. We shall not discriminate with regard to gender, sexual orientation, race, age, religion, color, national origin, disability, or veteran status.
2. In selecting from among qualified applicants, TriHealth and its programs participate in an organized matching program, such as the National Resident Matching Program (NRMP).
3. Programs are not obligated, but may agree, to accept a successful applicant for a J-1 Visa (Exchange Visitor) or sponsor an H-1b (employment) Visa.

4. All applicants must provide all documents requested as part of a completed application. Those selected for further consideration by the department must appear for a personal interview.
5. If there is a question regarding the eligibility of an applicant, the final decision will rest with the Vice President of Academic Affairs.
6. The TriHealth Security Department conducts background checks on all residents and in some cases, fingerprinting. See corporate policy on LinkNet/ Corporate Policies/Human Resources/ Fingerprinting procedure (#13 E04.00).
7. Program directors will obtain all of the following information about residents who plan to transfer to a TriHealth residency:
 - a. Verification of previous educational experiences.
 - b. A summative, competency-based performance evaluation of the transferring resident's performance.
 - c. TriHealth background checks.

Financial Support for Residents

TriHealth will provide all residents with appropriate financial support and benefits to ensure they are able to fulfill the responsibilities of their educational programs.

Benefits and Conditions of Appointment

Candidates for TriHealth-accredited programs (applicants who are invited for an interview) will be informed, either in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which living quarters, meals, laundry services, or their equivalents are to be provided. All of these elements may be found in the contract and the resident manual as well as in these policies. Depending upon the timing of the interview, some of the information furnished is subject to change because of new policies, laws, and other events that cannot be predicted at that time.